

**DIRECTOR OF CATEGORICAL PROGRAMS****Job Summary**

Under the direction of the Director of Educational Services, the Director of Categorical Programs is responsible for the integration of classroom innovative curriculum strategies in coordination with the compliance requirements for Federal and State projects to meet the needs of special populations served (i.e. Title I, GATE, English Learners, etc.).

**Qualifications****Required:**

- Valid Administrative Credential
- Two or more years experience as an administrator
- Thorough knowledge of State and Federally funded projects
- Teaching experience at either elementary or secondary level
- Spanish speaking
- Masters Degree
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire)

**Knowledge and Ability**

- Knowledge of local, State and Federal regulations regarding compensatory education programs.
- Knowledge of the Governing Board Goals, Vision and Mission.
- Ability to relate guidelines to implementation procedures.
- Knowledge of the evaluation process.
- Knowledge of budgeting practices.
- Ability to communicate instructions and/or innovative curriculum strategies to teachers, administrators, instructional aides, parents and community members.
- Ability to prepare and interpret statistical data related to student achievement and make recommendations for curriculum/classroom instructional strategy changes to increase student achievement levels.
- Ability to drive a car.

**Essential Functions** of this position, which include, but are not limited to, the following:

1. Work closely with outside community groups (i.e. TUPE consortium, Health collaborative, DATTF)
2. Coordinate the SES Supplemental Educational Services
3. Attend regular county meetings and work with school sites to identify and provide services to homeless and foster youth
4. Hold regular DELAC meetings and coordinate ELAC meetings at every school site
5. Manage all categorical programs:
  - a. Develop budgets
  - b. Gather and record data for compliance
  - c. Evaluate categorical program effectiveness
  - d. Submit reports; train appropriate site and district staff for FPM
6. Work with Human Resources to make sure all teachers are Highly Qualified (Title II)
7. Work in cooperation with Director of Educational Services to:
  - a. Oversee and monitor instructional strategies effectiveness and implementation
  - b. Professional Development planning and implementation
  - c. Plan, implement and monitor District focused instructional strategies
  - d. Implementation of one to one initiative
  - e. Plan, implement and monitor Common Core and 21<sup>st</sup> Century Learning Skills

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- f. Plan and conduct periodic meetings with curriculum team (Principals, Coaches, and School Leadership Team)
- g. Regulate effectiveness of regular instructional programs and curricula of the District
- h. Confers with and assist site principals in curricular and instructional site needs
- i. Budgets (to include but not limited to):
  - (1) Staff Development
  - (2) Instructional resources
  - (3) Textbooks
- 8. Oversee and monitor EL Instructional Program within the District
- 9. Perform other duties as assigned.

Physical Requirements of this position, which include, but are not limited to, the following:

- 1. Mental acuity to effectively manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of tasks.
- 2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
- 3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids.
- 4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- 5. Manual dexterity to operate a telephone and enter data into a computer.
- 6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
- 7. Physical agility to lift, bend, stoop, and to reach overhead.
- 8. Facility to drive a car.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Days: 219 days/year

Salary: Certificated Management – Director of Categorical Programs

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Employee Name (Print)

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_